

**The State of Utah
Department of Public Safety
Bureau of Criminal Identification
TAC TESTING AGREEMENT - 2010**

TAC (Please Print)

LOGON ID

THE APPLICATIONS APPLICABLE TO YOUR AGENCY:

CHECK IF COMPLETED

TEST	COMPLETED
TAC RESP	<input type="checkbox"/>
DLD	<input type="checkbox"/>
MVD	<input type="checkbox"/>
UCCH	<input type="checkbox"/>
III	<input type="checkbox"/>
NLETS	<input type="checkbox"/>
SWW	<input type="checkbox"/>
SWW Entry	<input type="checkbox"/>
NCIC	<input type="checkbox"/>
NCIC Entry	<input type="checkbox"/>

ACCESS: Did the TAC test on all the files that they have access to: Yes ☐ or No ☐

BACKGROUND CHECK: A background check on the TAC must be performed by another operator at the agency. If the TAC is the only operator, BCI must perform the background check.

Is the TAC the only operator at agency: Yes ☐ or No ☐

Logon ID of the operator performing the TAC's background check:

Date the background check was completed:

Does the TAC have a criminal history record: Yes ☐ or No ☐
(If "Yes," attach fingerprint card and a letter from the administrator)

STATEMENT

I certify that by signing this document that I have been trained and proficiency tested according to the procedures set by BCI. I have also read and understand the policies and laws that have been outlined on the back of this form. I will be held accountable for the information ran on my Logon ID.

TAC'S SIGNATURE

BCI FIELD SERVICE REP SIGNATURE

AGENCY

DATE

POLICIES, PROCEDURES, DISSEMINATION LAWS and SANCTIONS

Dissemination Law as found in Utah Code Annotated (UCA)

53-10-108 Restrictions on access, use, and contents of division records –

- (1) Dissemination of information from a criminal history record or warrant of arrest information from division files is limited to:
 - (a) Criminal justice agencies for purposes of administration of criminal justice and for employment screening by criminal justice agencies;
 - (b) Non-criminal justice agencies or individuals for any purpose authorized by statute, executive order, court rule, court order, or local ordinance;
- (4) Any criminal history record information obtained from division files may be used only for the purposes for which it was provided and may not be further disseminated.
- (10) Before providing information requested under this section, the division shall give priority to criminal justice agencies needs.
- (11) (a) Misuse of access to criminal history record information is a Class B misdemeanor.
 - (b) The commissioner shall be informed of the misuse.

ALL POLICIES AND PROCEDURES LISTED IN THE BCI AND NCIC OPERATIONS MANUAL.

Individual access codes and passwords are vital to the security of the information housed in UCJIS. Terminal operators must not share, post or otherwise divulge access codes or passwords.

Information will be disseminated to authorized personnel and non-terminal law enforcement agencies for the purposes of the administration of criminal justice and criminal justice agency employment.

POSITIVE HIT REQUIREMENTS

“If a record of any kind is found, access will not be granted. The agency to which the applicant has applied for employment and/or NCIC access will be formally notified indicating NCIC access will be delayed pending review of arrest and fugitive records.” (Systems security, CJIS security policy, page 3).

Refer to your agency’s employment policy before proceeding further with logon ID request until a determination of the applicant’s criminal qualifications is made.

Attach a letter stating the agency is willing to accept liability of the applicant and forward this on to BCI.